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DRAFT

22 July 1954

TO : Ch/G

FROM : D/GL

History of D/GL

1. History of Administration:

The Map Library was transferred from the Department of State to the CIA in December 1947, bringing with it the basic structure and responsibilities that it carried as a Branch in the Department. The objective of the Map Library at that time, as now, ~~was~~^{is} to maintain an up-to-date map library of foreign intelligence maps and related materials, and to coordinate map procurement among the mapping agencies and map holding agencies of the U. S. government.

By November, 1950, the Map Library had become a well-established working Branch in the CIA, with numerous liaison operations with OCD, OO, and OSO, all of which were intended to improve either the procurement, processing, or reference functions of the Map Library. In 1952, with the establishment of the Geographic Area, the Map Library achieved Division status, with additional responsibilities in the field of requirements and procurement.

From 1952 to the present, there has been a gradual increase in workload and responsibility. At the present time, the entire responsibility for the procurement program, including policy and financial responsibilities, is being transferred from the Office of Ch/G to the Map Library Division.

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2. Pattern of Professional Change:

There has been no significant change in the standard requirements of the Map Library for geographers, librarians, and secretarial and clerical help.

3. Professional Growth:

Throughout its history, the Map Library Division, in step with the rest of the Geographic Area, has been directed by young geographers who have been interested in a blending of two philosophies relating to the pattern of professional change. These involved: (1) promotion from within, and, (2) hiring of appropriately qualified employees from outside. The Area has been most successful in transferring employees from Division to Division in order to retain the services of employees, permit them to advance, and, in general, to develop a career.

In the past two or three years, a definite CIA policy on career development, which included possibilities for external or Agency training in languages, and other substantive fields, has more than caught up to and passed the Area policy. The combination of the two, however, has resulted in the overall improvement of employees on-the-job. In addition, increased Area and Agency attention to qualifications and employment standards has resulted in a general improvement of the type of employee hired.

4. Training:

The Agency facilities and encouragement in the field of training has contributed to the development of Map Library Personnel, particularly in the field of languages, required for cataloging, and in clerical refresher courses.

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5. Overseas Assignments:

The only overseas assignments originating in the Map Library are related to the map procurement program. During the period 1952-1954, four special missions were conducted for administrative or briefing purposes. Special administrative problems or research requirements in each case have dictated the timing and coverage of the special missions.

6. Accomplishments:

a. Organization adjustment. The first adjustment in the organizational pattern of the Map Library took place in the 1950 transfer of all processing functions to the enlarged Processing Branch. This included all filing, cataloging, and maintenance operations, many of which had been under the control of the Reference Branch. This move permitted the Reference personnel to concentrate solely on reference servicing. The second major adjustment occurred in the establishment of a domestic procurement function, developed to exploit American map sources. The third adjustment involved the transfer of the full procurement function to the Map Library, including the title of Special Assistant for Maps, Department of State.

b. Programs. In the general procurement, processing, and reference functions of the Map Library several improvements have been made. Lamination of maps has been substituted in general for the slower and less effective process of mounting maps on linen. The use of the thermofax machine has increased the effectiveness of many clerical operations. In addition to the Joint Acquisitions List, which has been in existence for several years, and lists the weekly map receipts of U. S. Government map agencies, a new Secret list covering CIA

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acquisitions was initiated in 1951. In 1951, AMS joined the group of agencies contributing to the Joint List. Both lists are currently issued. Standardization of city names has increased the usefulness of the map catalog. In 1952, the charging of all maps and books was centralized at one charge desk. In 1952, the processing operation was placed on a regional basis, which facilitated the establishment of language proficiencies, and the development of area interests.

c. Inter-Agency coordination. The most significant inter-agency coordination conducted by the Map Library has been the development and maintenance of a joint map procurement effort. Originating in 1947, when the Map Library was a Division in the Department of State, the cooperative procurement effort included, by the end of 1947, the Army Map Service, the Aeronautical Chart and Information Center, the Hydrographic Office, the Coast and Geodetic Survey, the Geological Survey, the Library of Congress, and the Division of Geography, Department of Interior. An Inter-Agency Map Procurement Coordination Committee, consisting of members from the above-mentioned organizations, recommends procurement programs to the Special Assistant for Maps, Department of State (formerly the Chief, Geographic Area, currently the Chief, Map Library Division). The Special Assistant for Maps 25X1C4a implements these programs [REDACTED]

[REDACTED] During the past seven years, an average of some 50,000 map sheets per year have been acquired on behalf of the participating mapping agencies. Map exchange arrangements are maintained with some 140 foreign official and commercial mapping agencies.

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d. Major programs. Map reference activities during the past four years have been characterized by an increase in reference services available and by the greater complexity of the requests received (See Tab A). Procurement activities have been characterized by the development of procurement from U. S. firms which have done mapping in foreign countries and by a continued high level of procurement from foreign sources (See Tab B). Processing activities have varied in amount, ^{chiefly} ~~slightly~~ with the variation in numbers of persons in the Processing Branch. High priority has been given to CIA published maps, report maps and special request items. Indexing of series sheets declined (See Tab C).

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